

# **ADMINISTRATIVE ASSISTANT REPORT**

**August 2015**

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08/20/2015

## **1. MISCELLANEOUS:**

- a. There is a WTA/UW-Ex workshop to be held in Cable Tuesday, September 15<sup>th</sup>. The notice was in everyone's WTA magazine. Is anyone interested in attending? If so, please let me know. I plan to attend as some it deals with budgeting, payroll & finance and is always good for a bit of a refresher.
- b. We've have three Board Member Training Videos and two Clerk & Treasurer Training Videos from the Wisconsin Towns Association. We have a checkout system and the CDs appear to have a wide variety of important subjects.
- c. Waggie has been the contact person dealing with all the rentals of Town property – Rec Center, shelters at Joni's & BBTP, as well as the Non-Motorized Vessels. We really appreciate that she has taken this on when the rentals & permitting first started and continues to do so, with all the phone calls and inquires that come in.
- d. Just a reminder that Labor Day is Monday, September 7<sup>th</sup> and the Town Hall will be closed. It is the first Town Board meeting and then on to budget worksheets and finishing the month of August financial reports.
- e. The Invasive Species interns will have a final report presentation at St. John's Church on Saturday, August 22<sup>nd</sup>, at 10:00.
- f. Waggie and I have been trying to use up our 2014 vacation – thank you for the extension.
- g. I really appreciate that Lisa was willing to become a Notary – it will certainly take some of the burden off by having more than one notary at the Town Hall.

## **2. TAXES:**

- a. The August tax collection settlement has been received from Ashland County and has been deposited. The two bank loans payments were made to Bremer – one on the 15<sup>th</sup> and the larger loan payment was made on 17<sup>th</sup>.
- b. Everyone has received the 2015 Equalization Report from the Department of Revenue. This report may be needed to complete the two exemptions from County Levy that I need to draft for the Town Board meeting.

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## 3. FINANCIALS:

- a. Ted & I will begin working on the 2015 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept. of Natural Resources (WI DNR) by October 1<sup>st</sup>.
- b. The audit for the year ending 12/31/2014 is pretty much completed as far as the outside audit firm's work. The auditors have prepared the DRAFT audit report. The Discussion & Analysis will be re-written to make the more "user friendly". It will be presented to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- c. The 2015 Budget Transfers:
  1. From General Funds into various Designated Funds can be completed if you so choose. In the past, the budget transfers were done in August, so that when the budget worksheets were prepared, the transfers were reflected in the figures.
    - Please see the attached spreadsheet reflecting the accounts and budgeted transfer amounts.
- d. 2015-2016 budget information and worksheets will be started shortly. This process takes up all of my time, so this is what I'll be dedicating the first two weeks in September towards.
- e. Lisa has been working with department heads for scheduling all proposed capital improvements and capital equipment needed, which will aid with the budget process – both on a yearly basis as well as long term. This will also allow the possibility of grouping purchases for better pricing, as well as being used for tracking Fixed Assets and can be used for insurance renewals.
- f. Ashland County Highway has been billed for County H upkeep and maintenance for 01/01/2015-06/30/2015 and payment has been received this month.
- g. Ashland County Zoning has paid the billed 2<sup>nd</sup> Qtr. POWTS/Zoning of \$1,250 (\$5,000 / 4 qtrs. = \$1,250). I've billed Ashland County for approved County permits dealt with by Lisa, at per permit costs of \$385, then \$400, then \$300 & now \$200, based on various agreements drafted. They did not, however pay any per permit fee.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk

